

RESOLUTION

ADOPTING AN EMERGENCY OPERATIONS PLAN FOR THE LEGISLATIVE BRANCH AND AMENDING THE COUNCIL RULES TO ENSURE THAT THE PLAN REMAINS CURRENT.

WHEREAS, with the constant threat of disruption of normal City operations due to terrorist activity, natural disaster, or other causes, it is critical that the City Council have in place an Emergency Operations Plan ("EOP") for the City's Legislative Branch to address the many issues and contingencies that may arise as a result of such disruption; and

WHEREAS, in consultation with the various agencies of the City's Executive Branch, including the Department of Emergency Management and the Corporation Counsel, Council leadership and staff have worked for nearly two years on the preparation of the Legislative Branch EOP, dated February 6, 2012 and attached hereto as Exhibit "A"; and

WHEREAS, it is essential for the effective implementation of the EOP in times of need that Council leadership and staff are familiar with its terms and that the EOP is regularly reviewed to ensure its consistency with all relevant federal and state statutes and rules and with the City's Charter and ordinances; and

WHEREAS, appropriate amendments to the Council Rules will serve to ensure that the EOP is reviewed at least every five years; now, therefore,

BE IT RESOLVED by the Council of the City and County of Honolulu that the Emergency Operations Plan attached hereto as Exhibit "A" is adopted as the Emergency Operations Plan of the Legislative Branch of the City and County of Honolulu; and

BE IT FURTHER RESOLVED that Rule 4 ("Officers and Their Duties") of the Rules of the Council of the City and County of Honolulu ("Council Rules") is amended by amending subsection B to read as follows:

"B. It shall be the duty of the presiding officer:

- (1) To open all meetings of the council at the appointed hour by taking the chair and calling the council to order.
- (2) To call for the approval of the minutes.



RESOLUTION

- (3) To maintain order and proper decorum.
- (4) To announce the business before the council in the order prescribed by these rules.
- (5) To receive and submit all matters properly brought before the council, to call for votes upon the same, and to announce the results.
- (6) To receive all communications and present them promptly to the council.
- (7) To appoint all standing committees and designate the voting and nonvoting members thereof.
- (8) To authenticate by signature all acts of the council as may be required by law.
- (9) To make known all rules of the council when so requested, and to decide all questions of order, subject to an appeal to the council.
- (10) To promptly refer all bills, resolutions, and other matters brought before the council to the appropriate committee or committees, subject to an appeal by any committee chair, pursuant to procedures established by the chair. A list of all referrals and any subsequent changes in referrals shall be filed with the clerk as public record.
 - (a) The chair shall not refer a measure to more than two standing committees. Committee referrals of measures may be single, joint, or consecutive.
 - (i) A single referral shall be to a single committee with exclusive jurisdiction over a measure.
 - (ii) A joint referral shall be to two designated committees, the members of which shall meet together to consider the measure. The two standing committees to which a measure is jointly referred shall, upon the mutual agreement of their chairs, hold a joint meeting or meetings on the measure.
 - (iii) A consecutive referral shall be to two designated committees in a specified order. The first committee shall consider a three-reading measure between its first and second



RESOLUTION

readings. The second committee shall consider the measure between its second and third readings. For a single-reading resolution, the committees shall consider the measure consecutively prior to its adoption, without any council action required between such committee hearings.

- (b) This rule shall not preclude the placement of a measure on a council agenda for passage on second or third reading pursuant to:
 - (i) Paragraph B(12)(c) of this rule; or
 - (ii) Paragraph B(12)(b) of this rule if the requirements of the paragraph apply and either:
 - (AA) The chairs of all committees to which the measure has been referred concur; or
 - (BB) For a measure that has already been recommended for passage on second or third reading (whichever applies), with or without amendment by the first committee, if the chair of the second committee (if and whichever is applicable) concurs.
- (c) This rule shall not preclude the chair from rereferring a measure after initial referral, pursuant to the chair's policies on rereferrals; provided that the total number of committees to consider the measure, after the rereferral shall not exceed two.
- (d) The chair may establish additional policies and procedures relating to joint and consecutive referrals, consistent with this rule.
- (11) Except as otherwise provided by these rules, to preside at all official executive sessions of the council.
- (12) To prepare the agenda for meetings of the council; upon written request by a majority of the entire membership of the council except as provided in Rule 19D, any bill or three reading resolution that has not yet passed first reading shall be included on the agenda of either of the next two council meetings; provided that any bill, resolution or other matter that has been referred to a standing committee shall not thereafter be placed on the council agenda by the presiding officer unless:



CITY COUNCIL

CITY AND COUNTY OF HONOLULU
HONOLULU, HAWAII

No. 11-368, CD1, FD1

RESOLUTION

- (a) the bill, resolution or other matter is referred to the council floor by committee report, in accordance with Rule 11;
 - (b) both the council chair and the chair of the committee or chairs of the committees to which any bill, resolution or other matter has been referred concur in the placement of the matter on the council agenda; or
 - (c) the placement of the bill, resolution or other matter on the council agenda is approved by a majority of the entire membership of the council by a memo signed by all members of such majority and directing the city clerk to place the bill, resolution or other matter on the council agenda, subject to the six-day notice requirement under section 92-7, HRS.
- (13) To designate the council's department emergency coordinator to the department of emergency management and at least one alternate thereto, who shall familiarize themselves with the emergency operations plan ("EOP") for the city's legislative branch.
- (14) To serve as the emergency planning officer of the city's legislative branch or to designate another councilmember to serve in that role. It shall be the duty of the emergency planning officer to review and propose updates to the Plan as needed, with such reviews conducted at least as frequently as every five years, consistent with Rule 10.C.
- [(13)] (15) To perform such other duties as may be required by law or such as may properly pertain to such office."

and

BE IT FURTHER RESOLVED that Rule 10 of the Council Rules ("Committee on Executive Matters and Legal Affairs") is amended to read as follows:

"RULE NO. 10

COMMITTEE ON EXECUTIVE MATTERS AND LEGAL AFFAIRS

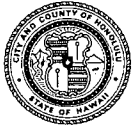
- A. Pursuant to Chapter 92, HRS, the committee on executive matters and legal affairs may resolve itself into executive session closed to the public upon an



RESOLUTION

affirmative vote of two-thirds of the voting members present taken at an open meeting, provided the affirmative vote constitutes a majority of the voting membership of the committee, for one or more of the following purposes:

- (1) To consider the hire, evaluation, dismissal, or discipline of an officer or employee of charges brought against the officer or employee, where consideration of matters affecting privacy will be involved; provided that if the individual concerned requests an open meeting, an open meeting shall be held;
 - (2) To deliberate concerning the authority of persons designated by the council to conduct labor negotiations or to negotiate the acquisition of public property, or during the conduct of such negotiations;
 - (3) To consult with the council's attorneys on questions and issues pertaining to the council's powers, duties, privileges, immunities, and liabilities;
 - (4) To investigate proceedings regarding criminal misconduct;
 - (5) To consider sensitive matters related to public safety or security;
 - (6) To consider matters relating to the solicitation and acceptance of private donations;
 - (7) To deliberate or make a decision upon a matter that requires the consideration of information that must be kept confidential pursuant to a state or federal law, or a court order;
 - (8) To have subject matter jurisdiction of matters relating to the departments of the corporation counsel and prosecuting attorney; and
 - (9) To consider claims as defined in M-71-104 for and against the city where the premature public disclosure of information would adversely affect the city's interest.
- B. The clerk shall be the clerk of the committee. Except for minutes of executive sessions, the clerk shall make a complete record of all proceedings, which shall be kept as one of the records of the council.
- C. In the first quarter of every year ending in a "4" or a "9," the committee shall place on its agenda the then-current emergency operations plan ("EOP") for the city's



RESOLUTION

legislative branch and shall consider any amendments thereto proposed by the council's emergency planning officer or any other councilmember. If such amendments are proposed, the committee shall, by the first day of July of that year, submit a resolution to update the EOP to the council for its consideration. Nothing contained in this subsection shall preclude the committee's consideration of amendments to the EOP at any other time. The provisions of this subsection are directory only."

and

BE IT FURTHER RESOLVED that in the foregoing "Resolved" clauses, rule language to be deleted is bracketed and new rule language is underscored; and

BE IT FINALLY RESOLVED that copies of this Resolution be transmitted to the Director of Emergency Management, the Mayor, and the Managing Director of the City and County of Honolulu.

INTRODUCED BY:

Tulsi Gabbard

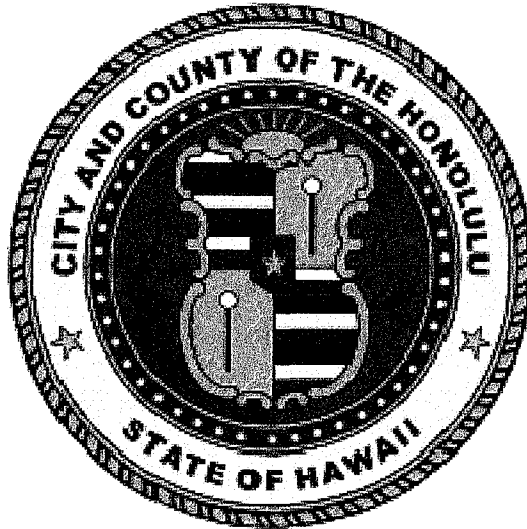
DATE OF INTRODUCTION:

December 28, 2011
Honolulu, Hawaii

Councilmembers

EMERGENCY OPERATIONS PLAN

FOR THE LEGISLATIVE BRANCH OF THE CITY AND COUNTY OF HONOLULU



For more information, please contact:

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TABLE OF CONTENTS

TABLE OF CONTENTS.....	i
DISTRIBUTION LIST.....	ii
LIST OF COMMON ABBREVIATIONS.....	iii
AUTHORITY.....	iv

GENERAL PLAN

PURPOSE.....	1
OBJECTIVES.....	1
SCOPE.....	2
ASSUMPTIONS.....	2
MISSION.....	3
ORGANIZATION.....	3
CONTINUITY OF GOVERNMENT – EXECUTIVE BRANCH.....	4
CONTINUITY OF GOVERNMENT – LEGISLATIVE BRANCH.....	4
DECLARATION OF DISASTER OR EMERGENCY.....	5
IMPLEMENTATION OF THE EMERGENCY OPERATIONS PLAN (EOP).....	6

MITIGATION

HAZARD MITIGATION.....	8
PROTECTION OF INFORMATION AND ELECTRONIC EQUIPMENT.....	9

PREPAREDNESS

INFORMATION AWARENESS.....	10
EMERGENCY NOTIFICATION PREPAREDNESS.....	13
EMERGENCY OPERATIONS PLAN (EOP).....	13
LEGISLATIVE BRANCH DISASTER MANAGEMENT TEAM (DMT).....	14
LEGISLATIVE BRANCH DISASTER RESPONSE TEAM (DRT).....	15
MISSION ESSENTIAL AND PRIORITY PERSONNEL.....	17
EVACUATION PLAN.....	17
ALTERNATIVE SITE(S) FOR EMERGENCY OPERATIONS.....	19
STORAGE OF CONTINGENCY EQUIPMENT.....	20
PERSONNEL.....	20

RESPONSE

RESPONSE TO HAZARD SPECIFIC INCIDENTS.....	21
EMERGENCY NOTIFICATION PROCESS (ENP).....	22
RELOCATION PLAN.....	22

RECOVERY

SHORT TERM RECOVERY.....	24
LONG TERM RECOVERY.....	24
CONTINUITY OF OPERATIONS PLAN (COOP).....	25
RECONSOLIDATION.....	25

DISTRIBUTION LIST

This Emergency Operations Plan is annually up for review and resolution adoption. It is distributed to these agencies and preserved electronically.

1. Centrally located on the Legislative Branch M: drive in folder titled "EOP & ANNEXES"
2. Honolulu City Council
 - Chair's Office (1 copy)
 - Council Districts (8 copies)
 - Council Administration (1 copy)
3. Office of the City Clerk (2 copies)
4. Office of Council Services (2 copies)
5. Office of the City Auditor (2 copies)
6. Department of Emergency Management (1 copy)
7. Hawaii State Civil Defense (1 copy)
8. Blaisdell Center, Administration (relocation site A) (1 copy)
9. Manana Community Park (relocation site B) (1 copy)
10. Cloud server

LIST OF COMMON ABBREVIATIONS

BFS	Department of Budget and Fiscal Services
C&C	City and County of Honolulu
CCL	Honolulu City Council
CDS	Civil Defense Siren
CLK	Office of the City Clerk
COOP	Continuity of Operations Plan
DEC	Department Emergency Coordinator
DEM	Department of Emergency Management
DFM	Department of Facilities Maintenance
DHR	Department of Human Resources
DIT	Department of Information Technology
DMT	City Council Disaster Management Team
DRT	City Council Disaster Response Team
EAS	Emergency Alert System
ENP	Emergency Notification Process
EOP	Emergency Operations Plan
EUTF	Employee Union Trust Fund
HFD	Honolulu Fire Department
HPD	Honolulu Police Department
HRS	Hawaii Revised Statutes
HSPD	Homeland Security Presidential Directive
MOA	Memorandum of Agreement
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NWS	National Weather Service
NWSFO	National Weather Service Forecasting Office
OCA	Office of the City Auditor
OCS	Office of Council Services
City Charter	Revised Charter of the City and County of Honolulu 1973 (2000 Edition)
ROH	Revised Ordinances of Honolulu
SCD	Hawaii State Civil Defense

AUTHORITY*

1. Homeland Security Presidential Directive (HSPD) 5: "Management of Domestic Incidents"
2. Department of Labor and Industrial Relations, Occupational Safety & Health Administration, Part 1910, Subpart E App
3. Hawaii Revised Statutes (HRS), Vol. 3, Ch. 0121-0200D, §127-2 "Disaster Relief Agency"
 - a. HRS, Vol. 3, Ch. 0211-0200D, §127-6 "Local Organizations for Disaster Relief"
 - b. HRS, Vol. 3, Ch. 0121-0200D, §128-12 "Local Organizations for Civil Defense"
 - c. HRS, Vol. 3, Ch. 0121-0200D, §128-13 "Power and Authority of Local Organizations"
4. Revised Charter of the City and County of Honolulu 1973 (2000 Edition) (RCH 2000), Art. 3, Ch. 1, §3-105 "Vacancy in Office"
 - a. RCH 2000, Art. 3, Ch. 2, §3-201 "Actions of the Council"
 - b. RCH 2000, Art. 3, Ch. 2, §3-202 "Paragraph 10, Introduction, Consideration and Passage of Ordinances and Resolutions"
 - c. RCH 2000, Art. 9, Ch. 3, §9-301 "Centralized Purchasing"
 - d. RCH 2000, Art. 13, General Provisions, §13-112 "Declaration of Emergencies"
5. Revised Ordinances of Honolulu 1990 (ROH 1990), §1-7.5 "Succession to office of councilmember"
 - a. ROH 1990, §1-7.6 "Succession to office of chair or vice-chair"
 - b. ROH 1990, §1-7.7 "Term of office"
 - c. ROH 1990, §1-7.8 "Effect of succession to office"
6. City Council Resolution 83-357
7. City and County of Honolulu, Department of Human Resources Personnel Manual (DHR Manual), Ch. 11, Subchap. A, §XI-A-1 "Safety Policy"
 - a. DHR Manual, Ch. 11, Subchap. A, §XI-A-4 "Reporting of Multiple Hospitalization Incidents"
8. City and County of Honolulu, Emergency Operations Plan (January 11, 2007), Basic Plan, Appendix 5, Paragraph 1, Section C, "Assignment of Emergency Functions"
9. City and County of Honolulu Administrative Directives Manual
 - a. Subject No. 210 Emergency Procedure & Evacuation Plan Responsibility
 - b. Subject No. 220 City Government Function During Emergencies & Disasters
10. City Council Administrative Manual
11. Mayor's Directive No. 06-01

* Authorities referenced in this EOP are subject to subsequent changes, and as such the most current authority shall prevail.

GENERAL PLAN

PURPOSE

The purpose of this plan is to facilitate the efforts of the Legislative Branch of the City & County of Honolulu (the City), to achieve a superior level of emergency preparedness that would allow for an effective, coordinated, and flexible response and prompt recovery to any natural or man-made disaster(s), to include acts of war or threats of acts of war that may occur anywhere in the City (excluding the North Western Hawaiian Islands and Kaula, but including Sand Island and other small islets surrounding the island of Oahu).

OBJECTIVES

1. Alleviate suffering and hardship for Legislative Branch employees.
2. Enable and create procedures, agreements and laws, to preserve the continuity of city government on the island of Oahu.
3. Minimize the loss of life and the destruction of public and private property for the Legislative Branch.
4. Transition the Legislative Branch smoothly from preparedness to response to recovery.
5. Restore essential legislative services and operations, while supporting the efforts to resource and restore impacted areas.

SCOPE

A disaster situation for the purposes of this plan means the threat or occurrence of a natural or man-made destructive event of such magnitude and scope as to justify activating the City's Emergency Operating Center (EOC) and implementing so much of the organization and response portion of this plan, as is determined necessary for the safety of the employees and families of the Legislative Branch and the continuity of city government on the island of Oahu.

Disasters include tsunamis, floods, hurricanes, earthquakes, high surf, high winds, extensive utility failures, large scale explosions/fires, massive transportation accidents, hazardous materials accidents/incidents (either chemical or radiological), dam failures, droughts (may not require EOC activation on a continuing basis), widespread health issues, acts of terrorism or other disruptive major domestic or international crisis, or war.

In observing federal National Incident Management System (NIMS) guidelines, the Legislative Branch recognizes that everyday emergency situations of a lesser magnitude are handled routinely by normal emergency services such as police, fire, emergency medical services, public works, facility maintenance and environmental departments, water supply, electric and other utility companies.

ASSUMPTIONS

Disasters will occur on Oahu at any time or place with or without warning in any degree of severity or magnitude.

Disasters occurring in the Pacific Rim are highly likely to impact Oahu in any degree of severity or magnitude.

Due to the high volume and strategic value of military installations, Oahu is considered a high risk area in the event of a war or terrorist act.

MISSION

The Legislative Branch expedites legislation and provides support personnel before, during and after an emergency or disaster in order to minimize severe impact to our employees, their families and our constituents throughout the City and County of Honolulu.

As such, specifically pertaining to this Emergency Operations Plan, the Legislative Branch will:

1. Enact ordinances and other legislation required to mitigate and assure a satisfactory response and recovery to emergencies and disasters that may affect the island of Oahu;
2. Evaluate/approve requests for emergency expenditures and/or acquisition of services and resources for requirements beyond those provided for by the Revised Charter of the City and County of Honolulu 1973 (2000 Edition), Article 5, Chapter 3, Section 9-301, Paragraph 6 "Centralized Purchasing"; and
3. Direct personnel and resources under the cognizance of the Honolulu City Council, the Office of the City Clerk, Office of Council Services and Office of the City Auditor, to function as required for the Legislative Branch.

ORGANIZATION

The Legislative Branch of the City and County of Honolulu (the City) is comprised of the Honolulu City Council (City Council or Council), Office of the City Clerk (Clerk's Office), Office of Council Services (Council Services) and the Office of the City Auditor (Auditor's Office). The City Council is the lawmaking body of the City and is responsible for serving and advancing the general welfare, health, happiness, and

safety of the people through exercising its legislative power. Officers of the Council are the Chair, Vice-Chair and Floor Leader. The Council conforms to the normal governmental structure set forth in the City Charter.

This body meets at least once a month, but special meetings may be called at any time by the Council Chair, a majority of the councilmembers, or the Mayor. Except for public emergencies, notices of meetings are made public at least 6 days before the meeting time.

The Legislative Branch conforms to federal NIMS guidelines and possesses a Disaster Management Team (DMT).

CONTINUITY OF GOVERNMENT – EXECUTIVE BRANCH

Succession to Office of Mayor During a Civil Defense Emergency

In the event that the office of the Mayor becomes vacant during a civil defense emergency period, the vacancy shall be filled as provided by Section 5-106 of the City Charter.

CONTINUITY OF GOVERNMENT – LEGISLATIVE BRANCH

The process for automatic succession to fill a vacancy in an office of a Councilmember shall be as provided by Section 3-105 of the charter.

Succession to Office of Councilmember during a Civil Defense Emergency

In the event that a vacancy occurs in the office of a Councilmember during a civil defense emergency period, the vacancy shall be filled as provided by Section 3-105 of the City Charter.

In the event that the vacancy referred to in the previous subsection cannot be filled in the manner prescribed therein, the remaining members of the Council shall appoint a successor possessing the requisite qualifications to fill the vacancy.

If the provisions of the previous two subsections of this section cannot be complied with within seven calendar days after the occurrence of a civil defense emergency, the Mayor shall appoint the successor to the office of any Councilmember which is vacant or for which a Councilmember is otherwise unavailable; provided, that any person so appointed shall have the requisite qualifications specified by Section 3-104 of the City Charter.

Succession to Office of Chair or Vice-Chair during a Civil Defense Emergency

In the event of a vacancy in the office of chair or vice chair of the Council, the Council shall elect one of its members as the successor to such office as provided in Section 3-105 of the City Charter. In the event that both the chair and vice-chair are unavailable during a civil defense emergency period, the Council shall appoint a presiding officer pro tempore from its membership.

DECLARATION OF DISASTER OR EMERGENCY

The Mayor may declare a state of disaster or emergency in accordance with Article 11, Chapter 41, Revised Ordinances of Honolulu, 1990.

The Mayor may declare an emergency due to a public calamity, but the Mayor's failure or refusal to make such a declaration shall not preclude the Council from finding that an emergency exists under the provisions of Section 3-202 of the City Charter.

Section 3-202 establishes that should the Council find, by a two-thirds vote of its entire membership, the existence of any emergency due to a public calamity, it may waive all of the requirements for the introduction, consideration and passage of ordinances and resolutions pertaining to procedure, except those relating to the number of votes required for passage and the recording of the vote in the journal.

Issuance of "ALL CLEAR" following a Declaration of Disaster or Emergency

There is no siren signal for the "All Clear" from an emergency due to a public calamity. When deemed safe by public safety officials, "All Clear" information will be broadcast over participating Emergency Alert System (EAS) stations and cable television. The Mayor or Mayor's representative will issue the "All Clear" following any declaration or warning for an impending disaster.

It is prudent for Legislative Branch employees to recognize that the issuance of an "All Clear" may be released in phases.

Examples: safe to proceed outside but not into the ocean for a longer period of time following a tsunami; or safe to proceed outside but not drive on highways following a hurricane; or safe except for a quarantined area following a hazmat incident.

Employees are encouraged to maintain communication with their immediate supervisors for instructions or guidance as to whether to report to work.

IMPLEMENTATION OF THE EMERGENCY OPERATIONS PLAN (EOP)

With the potential for disasters, acts of terrorism or war to occur within the City's jurisdictional area, the Legislative Branch implements its Emergency Operations Plan (EOP) and applies its emergency response and multi-departmental support

resources as required to meet the specifics of any disaster through this EOP and in accordance with the NIMS.

MITIGATION

The comprehensive analysis of all possible hazards is the beginning of the disaster mitigation planning process and is fundamental to all effective emergency plans.

Mitigation is the effort to reduce loss of life and property by lessening the impact of disasters. This is achieved through risk analysis, which provides a foundation for mitigation activities to reduce the potential impact of disasters.

NIMS defines preparedness as "a continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action in an effort to ensure effective coordination during incident response." This preparedness cycle is one element of a broader preparedness system to prevent, respond to, recover from, and mitigate against natural disasters, acts of terrorism, and other man-made disasters. The Legislative Branch embraces a heightened awareness and recognizes the importance of disaster mitigation and firmly believes in taking all necessary and available steps to achieve this objective.

HAZARD MITIGATION

For the Legislative Branch of government, hazard mitigation planning is focused on the safety of personnel through employee education, non-structural damage mitigation and information protection. Non-structural damage mitigation includes, but is not limited to: securing bookcases, wall decorations, hanging plants, desktop computers, office machines and equipment, electrical equipment, office furnishings, filing cabinets, partitions, windows, ceilings, shelving, light fixtures, containers of hazardous materials, fire extinguishers, ventilation and air conditioning equipment. It is highly encouraged and recommended that all offices secure all items that could potentially fall.

Annual Safety Inspection Evaluation

An annual workplace assessment will be conducted by the Disaster Management Team (DMT) with cooperation of the Honolulu Fire Department (HFD) and the Department of Facilities Maintenance (DFM) to identify and evaluate hazard mitigation measures throughout the Legislative Branch. Personal health and workplace safety is a top priority and thus, the violation will be addressed within 7 working days and resolved, or citations may be issued against the Legislative Branch.

PROTECTION OF INFORMATION AND ELECTRONIC EQUIPMENT

The protection of information and equipment, specifically personnel files and electronic devices is critical to the continuity of operations and the smooth transition from response to recovery. Appropriate measures shall be regularly taken to protect and preserve office equipment and confidential information from destruction and loss.

Personnel files and confidential records including but not limited to, Employee Union Trust Fund (EUTF), health insurance and payroll, should be maintained in a secure, redundant electronic system. This electronic system must be accessible from an alternate site by pre-determined administrators, if the pre-determined administrator is no longer available to access the site. Steps must be taken to make certain that more than one administrator can access the site. The Legislative Branch in coordination with the Department of Information and Technology (DIT) will work together to ensure the redundancy and protection of electronic information as established by resolution in accordance with this document.

PREPAREDNESS

INFORMATION AWARENESS

The availability of information pertaining to potential disasters is critical to the response of the Legislative Branch. It is important that the employees of the Legislative Branch remain vigilant at all times, taking appropriate proactive measures to obtain information and alerts pertaining to impending emergencies or disasters that could impact city government operations.

Available information is accessed and received via these sources:

- a. Web subscription to Nixle at www.nixle.com
Nixle.com is an internet based alert system utilized by the City and County of Honolulu's Department of Emergency Management (DEM)
- b. Oahu DEM www.oahuDEM.org
- c. Emergency Alert System (EAS) through radio and television
- d. City Building Public Address (PA) System

Additional resources for information may be found online or by visiting at:

- e. The National Oceanic and Atmospheric Administration (NOAA) at www.nws.gov with optional sign-up for email alerts.
The National Weather Service (NWS) uses email updates to provide NWS information.
- f. Hawaiian Volcano Observatory, United States Geological Survey
Volcanic eruptions and earthquake information at:
<http://hvo.wr.usgs.gov/>

Effective warning by any of the above means serves to alert the Legislative Branch to the threat or existence of danger and may initiate an emergency response on the part of the Disaster Management Team and public officials.

Watch / Warning Definitions

Frequently, the initial alerts (or alarm) are used as a "WATCH" or "WARNING."

WATCH – A WATCH is an official statement that some hazardous condition is anticipated which may pose a threat to life and property in a general area within a predictable time period. A WATCH means: "prepare." This is usually associated with Pacific Tsunami Warning Center (PTWC) or National Weather Service Forecasting Office (NWSFO) for alerts and broadcasts over local radio and television without sounding civil defense sirens. The general public should take preliminary steps to respond to the hazard and all emergency managers should implement their notification and response checklists and Standard Operating Procedures.

WARNING – an official message that hazardous conditions are imminent or actually occurring. A WARNING means: "take action." Warnings are issued for tsunami by the PTWC, severe weather by the NWSFO and, attack or accidental missile launch by the NWC and/or 6010 Aerospace Defense Group. The warnings are broadcast over both radio and television. The Civil Defense Siren (CDS) and Emergency Alert Systems (EAS) will be activated for hurricane, tsunami and attack warnings. The sirens and/or EAS may also be utilized when other warnings are issued, are deemed significant, and warrant population protection. Upon receipt of a warning, the general public should take immediate measures to protect life and all emergency managers should initiate the actions stated in their emergency checklists and Standard Operating Procedures.

Civil Defense Siren Signals

A. Attention/Alert Signal

The Attention/Alert Signal is a steady 3-minute siren tone repeated as necessary. When this siren is heard, take the following actions:

1. Tune radio to any local Oahu station.
2. Listen for emergency information.
3. Take necessary protective actions as directed.
4. Stay tuned for further information and instructions.

B. Electronic Sirens

1. New electronic sirens are being gradually installed throughout Oahu as funding permits. These new electronic sirens have the capability of making either the normal steady or a wailing siren sound or they may be used as a voice amplifier, i.e., a public address (PA) system. In the PA system mode, they may be activated selectively in issuing warnings for specific areas.
2. When sirens are activated or tested, they are always accompanied by television and radio announcements. If a single siren sounds by itself with no television or radio announcements, call DEM at 723-8960 or after hours call 911 to report the malfunctioning siren.

C. "All Clear"

1. There is no siren signal for the "All Clear." When safe, "All Clear" information will be broadcast over the participating EAS station and cable television.

2. Notification of an "All Clear" for the Legislative Branch will be made by the Council Chair through the Emergency Notification Process (ENP).

EMERGENCY NOTIFICATION PREPAREDNESS

Effective communication is critical to the notification of mission essential personnel and the timely dissemination of information during an emergency or disaster. The ENP will be exercised quarterly and updated (15MAR, 15JUN, 15SEPT, 15DEC).

The phone lists and contact information for emergency notification is restricted FOR OFFICIAL USE ONLY. Distribution is limited to the Legislative Branch Disaster Management Team, Council Chair's Office, the City Clerk, the Council Services Director and the City Auditor.

EMERGENCY OPERATIONS PLAN (EOP)

This Emergency Operations Plan facilitates the efforts of the Legislative Branch of the City to achieve a high level of preparedness that would allow for a prompt, fully coordinated, and flexible response to any natural or man-made disaster.

Annual Training and Evaluation

The Council Chair will conduct an annual EOP evaluation and update it as needed.

Validation of the Emergency Operations Plan requires annual legislative approval in the form of a resolution for adoption.

A guiding principal of the overall planning process for this effort is to incorporate a meaningful program of test, training and exercise. An effective program must demonstrate, assess and improve the office's ability to execute its EOP. These programs must be conducted and evaluated on an annual basis and all recommendations be implemented immediately.

In accordance with the objectives outlined for this plan, it is the goal of the DMT to train, certify and maintain more than 10% of the legislative branch in the areas of CPR/AED, ICS 100 and building evacuation in order to achieve a constant state of readiness.

LEGISLATIVE BRANCH DISASTER MANAGEMENT TEAM (DMT)

The purpose of the Legislative Branch DMT is to minimize risk of injury, preserve life and protect the property of the Legislative Branch. Member responsibilities are to maintain the EOP, oversee disaster response planning, training, activities and perform as the crisis management team for the City Council.

The DMT will be trained in incident command systems and other disaster preparedness.

DMT Members

DMT members are selected by the City Council Chair, City Clerk, Council Services Director and City Auditor. Each Legislative Branch office has their own disaster management team and collectively, all members of each offices DMT make up the Legislative Branch Disaster Management Team.

1. City Council Chair
2. City Council's Department Emergency Coordinator (DEC) to the City and County of Honolulu's Department of Emergency Management (DEM)
3. City Council's Alternate Emergency Coordinator to DEM #1
4. City Council's Alternate Emergency Coordinator to DEM #2
5. Fiscal Officer or Fiscal Officer Designee
6. City Clerk

7. City Clerk's Department Emergency Coordinator (DEC) to the City and County of Honolulu's Department of Emergency Management (DEM)
8. Council Services Director
9. Council Services Department Emergency Coordinator (DEC) to the City and County of Honolulu's Department of Emergency Management (DEM)
10. City Auditor
11. City Auditor's Department Emergency Coordinator (DEC) to the City and County of Honolulu's Department of Emergency Management (DEM)

DMT Functions

DMT members will periodically be required to work and function during non-office hours and, as such this position requires a willingness to perform duties. DMT members will function in support of the Council Chair and disseminate information the Legislative Branch receives from the DEM including: Disaster and emergency notifications, weather alerts/warnings, training opportunities, and serve as a liaison between DEM, their respective agency head and agency employees.

LEGISLATIVE BRANCH DISASTER RESPONSE TEAM (DRT)

The purpose of the Legislative Branch DRT is to minimize risk of injury, preserve life and protect the property of their respective Councilmember's Office or area of responsibility. They are to support the DMT and serve as the single point of contact for training and serve as the Evacuation Warden for their office.

DRT Members

Disaster Response Team members are selected and confirmed by their respective City Councilmembers or agency heads. The DRT designee can also serve the Office Evacuation Warden.

1. City Councilmember
2. City Councilmember DRT Designee
3. Office Evacuation Warden

Evacuation Wardens

The Evacuation Warden assists in the evacuation of their respective office space, helps to prevent accidents during a building evacuation and will be trained to perform accordingly.

DRT Functions

Disaster Response Team members will support the Disaster Management Team (DMT) and disseminate information received from the DMT including: Disaster and emergency notifications, weather alerts/warnings, and training opportunities. The DRT serves as the liaison between the DMT and their respective agency heads and receives training to perform their duties.

1. Assist staff in the quick and orderly evacuation of the building.
2. Assist in ensuring that any disabled employee and/or any disabled public visitor is helped in the evacuation process by someone in close proximity to them.

3. Maintain accountability and report group accountability to a member of the DMT or incident commander.

MISSION ESSENTIAL AND PRIORITY PERSONNEL

The personnel essential to fulfilling the Legislative Branches' mission during and following an emergency are the City Councilmembers, City Council Senior Advisors or designees, designated members of Council Services, City Clerk's Office and the Disaster Management Team Members.

Mission essential personnel must release all contact information to Disaster Management Team Members to their agency heads. Contact information is restricted FOR OFFICIAL USE ONLY and shall include private phone contacts and resident address. Distribution of this contact information is limited to the DMT, Legislative Branch agency heads, and a complete list maintained on file at DEM.

EVACUATION PLAN

In order to minimize the loss of life, the evacuation of employees from the building must be accomplished as quickly, orderly, calmly and efficiently, as possible.

To facilitate a quick, orderly, calm and efficient evacuation of employees, the exercise of the evacuation plan shall be performed routinely, without notice.

An evacuation plan, applicable to each office incorporating daily Council office operations, must be posted in a public and plain site location. It is recommended that Councilmember secretaries be trained as Evacuation Wardens in accordance with the Evacuation Warden Training Handbook.

Committee Meeting Evacuation Plan

An evacuation plan, while City Council Committee Meetings are being conducted, should be posted in a public and plain site location and also address evacuation from the Committee Meeting Room.

Council Meeting Evacuation Plan

An evacuation plan while City Council Meetings are being conducted, should be posted in a public and plain site location and also address evacuation from the Council Chamber.

Post Building Evacuation "All Clear"

Regarding a building evacuation, the "All Clear" to return to the building is issued by the incident commander. For purposes of this EOP, the incident commander may include any of these positions:

1. Department of Facilities Maintenance (DFM), Parking & Security Supervisor
2. Honolulu Fire Department (HFD), Fire Fighter
3. Honolulu Police Department (HPD), Police Officer

The "All Clear" declaration filters from the incident commander to DFM security officers, DMT members, DRT members, Evacuation Wardens, and ultimately to all employees.

ALTERNATIVE SITE(S) FOR EMERGENCY OPERATIONS

In the event Honolulu Hale sustains extensive damage and is deemed unsafe by the emergency authorities, the legislative branch must have reserve equipment and an alternate site to ensure a continuity of operations. Alternative operational sites should be identified ahead of time and evaluated for functional capabilities.

Alternate Site Qualifications:

The selection of the alternate site(s) should include:

1. Survivability from Tsunami, Earthquake, Hurricanes, Flooding
2. Ample square footage to contain necessary basic Legislative Branch operations
3. Personnel life support supplies (30 days of food, water)
4. Life Support Utilities (power generation, infrastructure and restrooms)
5. Memorandum of Agreements with host facility or organization for use

Alternate Site Recommendations

Occupancy of any of these predetermined and prearranged sites is contingent upon the magnitude and location and of the disaster. In the event that Honolulu Hale is deemed inaccessible, uninhabitable or otherwise deemed unsafe, any one of these following sites could possibly serve as a jump site to another and/or serve as a long-term interim site until further notice.

1. Blaisdell Center Pikake Room and/or Meeting Rooms (Option 1 – Primary)
2. Manana Community Park (Option 2 – Alternate)

Nothing in this EOP prohibits the Legislative Branch from using all necessary measures to occupy an alternate site to meets its mission and objectives.

STORAGE OF CONTINGENCY EQUIPMENT

Storage of pre-positioned equipment will ensure the smooth transition from response to recovery and allow for the continuity of government operations.

Storage facilities should be co-located with the primary alternate site. The storage area must be survivable, secure and accessible in the event of an emergency.

The following recommended contingency equipment should include at a minimum, office automation equipment, stationery, power generation and communications equipment.

PERSONNEL

The devolution from full personnel operations to mission essential operations can occur very quickly following a disaster. However, it is the goal of the Legislative Branch to return to meeting its objectives and mission with a full staff. Evolution from DMT, to DRT, to mission essential personnel back to a fully engaged Legislative Branch, shall occur with the consideration of balancing the needs of the Legislative Branch, availability of equipment to perform work and the unique personal needs of each staff member that follow a disaster.

RESPONSE

Response is the immediate and direct action taken by the Legislative Branch to coordinate internal and local disaster response capabilities needed to fulfill its mission and objectives.

An effective response and the continuity of operations requires the survival and readiness of all Legislative Branch employees. However, it is the position of the Council Chair, City Clerk, Council Services Director and the City Auditor that employees first ensure the safety and welfare of their families and themselves before responding on behalf of the Legislative Branch.

RESPONSE TO HAZARD SPECIFIC INCIDENTS

In the normal course of any civil emergency, declared or not, it is at the discretion of the Council Chair to activate any portion of the EOP. There are certain hazards, however, that require more specific coordination and direction among response personnel. Additional guidance required beyond that already specified in the plan to better respond to the effects of a given emergency or disaster is found in the Incident Specific Emergencies report on file at the Clerk's Office. The appendixes in the report sets forth specific plans for the following emergencies.

- | | | |
|----|-----------------------------------|-------------|
| 1. | Fire | Appendix E1 |
| 2. | Tsunami | Appendix E2 |
| 3. | Hurricane | Appendix E3 |
| 4. | Earthquake | Appendix E4 |
| 5. | Tornado/Water Spout | Appendix E5 |
| 6. | Bomb threat or Suspicious Package | Appendix E6 |
| 8. | Radiological | Appendix E7 |

EMERGENCY NOTIFICATION PROCESS (ENP)

The ENP will be initiated by the Council Chair for emergency situations only. It is activated only if an event affects the City Council operations or if deemed necessary by the Council Chair or DEM.

During Office Hours:

DEC will be notified by the Council Chair regarding instructions for shutting down the office in the event of a disaster or impending disaster. If contact is not made with the DEC, the alternate DEC's will be notified. The DEC or alternate DEC initiates the ENP to relay information and instructions from the Council Chair.

During Non-Office Hours:

The City Council's Department Emergency Coordinator will be notified via the Council Chair regarding any instructions for action in the event of a disaster or impending disaster. If contact is not made with the DEC, the alternate DEC's will be notified. The DEC or alternate DEC will initiate the ENP. The DEC and alternate DEC will make every effort to ensure that everyone on the ENP is contacted and provided the necessary instructions.

If anyone on the list cannot be contacted due to a disruption of phone communications, Legislative Branch employees are encouraged to watch and listen to the Public Broadcast System for any instructions that may be given and use their best judgment in deciding whether or not to report to work.

RELOCATION PLAN

In the event that Honolulu Hale is damaged to the extent that it is rendered unsafe, the Legislative Branch must be able to continue to operate in order to assist in the

recovery of emergencies and disasters that may affect the City. The movement to an alternate site should be governed by the EOP and relocation plan. If it is determined that relocation is required, the Legislative Branch must take the necessary measures to notify the public and administration of the relocation.

The ultimate determination to relocate will be held by the Council Chair. The following criteria should guide the decision to relocate to the alternate site.

1. Honolulu Hale is determined to be unsafe to inhabit
2. Routes and avenues to Honolulu Hale are rendered unsafe or prohibited
3. Honolulu Hale utilities and support infrastructure is rendered inoperable
4. Alternate site is operational

RECOVERY

Recovery consists of restoring Legislative Branch operations after a disaster strikes. Most recoveries have two phases: a short-term and long-term. In a combined effort the City Council, the Office of the City Clerk, the Office of Council Services and the Office of City Auditor will cooperate and synchronize with the City's Administration on restoring city operations in both phases.

Neither short-term nor long-term recovery is a simple process and will vary significantly depending on the severity of the disaster experienced.

SHORT-TERM RECOVERY

In the short-term, the overall City emphasis is placed on safeguarding the population and providing victims with food, water, shelter, and medical assistance as well as clearing debris and maintaining and/or restoring power, sanitation, communications and transportation systems. The short-term process is usually measured in months.

Short-term recovery specific to the Legislative Branch is dependent upon the severity of the disaster. The Legislative Branches' Continuity of Operations Plan (COOP) addresses the many issues related to recovering from a disaster and resuming normal operations. It is the intent of the COOP to minimize the length of time for the Legislative Branch to resume basic operations.

LONG-TERM RECOVERY

In the long-term, which may take several or more years, the process aims at restoring the City to normal or improved levels. Redevelopment and reconstruction will be addressed by both public and private sector entities resulting in a "Master Recovery Plan." Such a plan should set priorities, recommend or establish mitigation measures (which might include the need for new zoning, improved land

use management or building codes, additional flood control projects, improved preparedness and response planning, better public education, or the hardening of the City's lifeline systems), and formulate an optimum public-private sector reinvestment strategy.

Long-term recovery specific to the Legislative Branch is dependent upon the severity of the disaster. The Legislative Branches' Continuity of Operations Plan (COOP) addresses the many issues related to recovering from a disaster and resuming normal operations. It is the intent of the COOP to minimize the length of time for the Legislative Branch to resume basic operations.

CONTINUITY OF OPERATIONS PLAN (COOP)

In the event of a disaster or emergency various components of this EOP may require activation. The ability of the Legislative Branch to successfully transition from response to recovery and return to a normal functioning status will require the direction and guidance of the City Council Chair. The respective offices of the Honolulu City Council will resume their assigned duties and responsibilities to ensure the continuity of operations in accordance with the City Charter. It will remain the function of the DMT to assist the Council Chair with all matters relating to emergency management. This continuity of operations will ensure the Legislative Branches' resiliency during a disaster and assist in the smooth transition from response to recovery and will support the restoration of essential services to impacted government operations.

RECONSOLIDATION

The recovery from a significant disaster may take months or years to complete. It is critical to the success of this Emergency Operations Plan (EOP) to transition from recovery back to a condition of preparedness. Following any disaster or emergency that initiates the EOP to any degree, the Council Chair shall evaluate and assess the

effectiveness of the EOP and the actions of the Legislative Branch. It is the responsibility of the Disaster Management Team to ensure the accuracy and validity of any and all changes, and oversee the necessary improvements until completion. As such, any changes to the body or any of the subsections of this EOP shall be validated and approved through resolution. All amendments will be adopted immediately and this document updated appropriately.

This process of reconsolidation ensures the restoration and integrity of this document and the continued emergency preparedness of the Legislative Branch.

CITY COUNCIL
CITY AND COUNTY OF HONOLULU
HONOLULU, HAWAII
CERTIFICATE

RESOLUTION 11-368, CD1, FD1

Introduced: 12/28/11 By: TULSI GABBARD

Committee: SAFETY, ECONOMIC
DEVELOPMENT AND
GOVERNMENT
AFFAIRS

Title: RESOLUTION ADOPTING AN EMERGENCY OPERATIONS PLAN FOR THE LEGISLATIVE BRANCH AND
AMENDING THE COUNCIL RULES TO ENSURE THAT THE PLAN REMAINS CURRENT.

Links: RES11-368
RES11-368, CD1, FD1
CR-45 (2012)

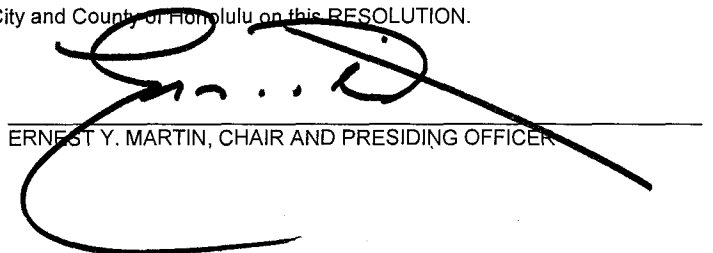
Voting Legend: Y= Aye, Y* = Aye w/Reservations, N = No, A = Absent, ABN = Abstain

SAFETY, ECONOMIC DEVELOPMENT AND GOVERNMENT AFFAIRS	02/07/12	CR-45(12) – RESOLUTION REPORTED OUT OF COMMITTEE FOR ADOPTION AS AMENDED IN <u>CD1</u> FORM.
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COUNCIL	02/15/12	RESOLUTION AMENDED TO CD1, FD1.		
ANDERSON A	BERG Y	CACHOLA Y	CHANG Y	GABBARD Y
GARCIA Y	HARIMOTO Y	KOBAYASHI Y	MARTIN Y	
CR-45(12) AND RESOLUTION 11-368, CD1, FD1 WERE ADOPTED.				
ANDERSON Y	BERG Y	CACHOLA Y	CHANG Y	GABBARD Y
GARCIA Y	HARIMOTO Y	KOBAYASHI Y	MARTIN Y	

I hereby certify that the above is a true record of action by the Council of the City and County of Honolulu on this RESOLUTION.


for
BERNICE K. N. MAU, CITY CLERK


ERNEST Y. MARTIN, CHAIR AND PRESIDING OFFICER